

# ***Summer Food Service Program***

**FISCAL YEAR 2016**

**Workshop sponsored by:**

**ND Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
Kirsten Baesler, State Superintendent  
600 E. Boulevard Ave.  
Bismarck, ND 58505-0440**



# *Policy Updates for SFSP*

The link below will take you to the page where all the Summer Food Policies may be viewed and/or printed.

<http://www.fns.usda.gov/sfsp/policy>

The following are the newest policy memos for 2016.

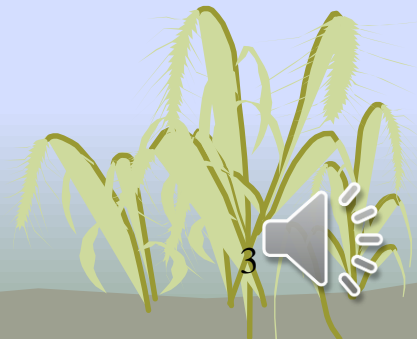
SFSP 11-2015 Assessing Costs in the Summer Food Service Program

Contains a tip sheet on “Assessing Costs in the Summer Food Service Program (SFSP)” provides guidance on the process State agencies and sponsors should use when considering proposed uses of the nonprofit food service account funds for SFSP-related costs.

SFSP13-2015 The purpose of this memorandum is to provide State agencies and Child Nutrition Program operators, including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program, with additional information and clarification on the Administrative Review (AR) process regarding the: 1) Child Nutrition (CN) Label, 2) Watermarked CN Label, and 3) Manufacturer’s Product Formulation Statement (PFS).

SFSP 18-2015 The Office of Management and Budget (OMB) published the Super-Circular at 78 FR 78590 on December 26, 2013 for USDA and other Federal grant-making agencies. Section 200.10(a) requires Federal agencies to implement the policies and procedures set out in the Super-Circular by promulgating regulations effective December 26, 2014. USDA published such regulations at 2 CFR Parts 400, 415, 416, et al. (79 FR 75981, December 19, 2014). They will replace existing rules at 7 CFR Parts 3015, 3016, and 3019, 3052, and cost principles addressed in 2 Parts 220 (A-21), 225 (A-87), and 230 (A-122).

SFSP 14-2015 This memorandum explains the prohibition on separation by gender during Child Nutrition Program meal service and outlines select circumstances under which gender-based separation may be permissible. This memorandum supersedes previously rescinded guidance SP 32-2012, CACFP 16-2012, as well as SFSP 12-2012, “Prohibition of Separation by Gender during Child Nutrition Program Meal Service,” originally issued May 9, 2012.



SFSP 15-2015 The Food and Nutrition Service (FNS) is committed to ensuring that all children have access to healthy meals that meet their dietary needs. FNS has facilitated access for children with special dietary needs through the Child Nutrition Programs (National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP)) regulations, (NSLP 210.10(m), SBP 220.8(m), 220.23(d) CACFP 226.20(m), and SFSP 225.16(f)(4)) and guidance, which includes FNS Instruction 783.2, Meal Substitutions for Medical or Other Special Dietary Needs and Accommodating Children with Special Dietary Needs in the School Nutrition Program.

SFSP 16-2015 Summer Food Service Program (SFSP) regulations require State agencies to set limits on the number of meals each approved site may serve to children; this is known as the 'site cap.' The purpose of this memorandum is to clarify for State agencies and sponsors the meal disallowance requirements as they relate to site caps. Additionally, this memorandum provides flexibility enabling SFSP sponsors of sites serving meals prepared by food service management companies, known as "vended sites," to request adjustments when meals are served in excess of site caps at such vended sites. Finally, this memorandum also provides guidance on the use of site caps as a management tool to promote Program integrity for all sites. This memorandum is effective for SFSP activities beginning in summer 2015 and supersedes SFSP 08-2013, *Site Caps in the Summer Food Service Program*, January 24, 2013.

SFSP 04-2015 The purpose of this memorandum is to clarify guidance on rural designations in the Summer Food Service Program (SFSP) and highlight the Food and Nutrition Service (FNS) Rural Designation Map, a new tool available to assist State agencies and sponsors in designating sites as rural. This memorandum supersedes SFSP policy memorandum Using Metropolitan Statistical Area Data for Determining Rural Administrative Reimbursements, March 26, 2004.

SFSP 21-2015 The United States Department of Agriculture (USDA) understands the importance of serving traditional foods and encourages Indian Tribal Organizations, along with all operators of CNPs, to source locally grown and raised foods. The purpose of this memorandum is to clarify that traditional foods may be served in CNPs and to provide examples of how several traditional foods may contribute towards a reimbursable meal.

SFSP 10-2014 As fruit, vegetable, milk, and yogurt, smoothies are an increasingly common food item in the Child Nutrition Programs (CNP), the Food and Nutrition Service (FNS) has modified the guidance on smoothies to allow for the crediting of vegetables and yogurt including smoothies with yogurt at lunch. These additional ingredients provide variety to food service operators seeking to include appealing and nutritious smoothies on their menus. This memorandum replaces previous guidance on smoothies, addresses the crediting of vegetables and yogurt in smoothies, and clarifies the use of fruit concentrates in CNP.

SFSP 19-2015 The U.S. Department of Health and Human Services, Food and Drug Administration (FDA) published the final rule, Nutrition Labeling of Standard Menu Items in Restaurants and Similar Retail Food Establishments in the Federal Register (79 FR 71155) on December 1, 2014. This rule requires that calorie information be listed on menus and menu boards in chain restaurants, and similar retail food establishments with 20 or more locations to provide consumers with more nutritional information about the foods they eat outside of the home. The purpose of the FDA rule is to make nutrition information available to consumers in a direct and accessible manner to enable them to make informed and healthful dietary choices. The rule becomes effective December 1, 2015.

SFSP 20-2015 July 2015 version of the Eligibility Manual for School Meals. Major changes and clarifications are highlighted throughout the manual. An un-highlighted and highlighted version of the eligibility manual will be available online. Consistent with previous years, the highlighted version will be removed after three months and the un-highlighted version will remain available for use.



TA 01-2015 The United States Department of Agriculture (USDA) understands the importance of serving traditional foods and encourages Indian Tribal Organizations, along with all operators of CNPs, to source locally grown and raised foods. The purpose of this memorandum is to clarify that traditional foods may be served in CNPs and to provide examples of how several traditional foods may contribute towards a reimbursable meal.

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SFSP21-2015 Section 4033 of the Agricultural Act of 2014 (P.L. 113-79) (Farm Bill) directs the U.S. Department of Agriculture (USDA) and the Food and Drug Administration to allow the donation to and serving of traditional food through food service programs at public facilities and nonprofit facilities, including those operated by Indian tribes and facilities operated by tribal organizations, that primarily serve Indians. While this provision affects other food service programs this memorandum is intended to provide guidance relating to this provision for schools and institutions operating the USDA Child Nutrition Programs.



SFSP01-2016 Recently, FNS has received a number of questions related to buying local meat, poultry, game, and eggs; this memorandum seeks to clarify the regulatory requirements related to food safety and answer specific questions related to these products with a series of questions and answers.

- SFSP02-2016 Federal agencies including Food and Nutrition Service (FNS), State agencies, and Child Nutrition Program operators are currently transitioning from former Federal grants management rules in 7 CFR Parts 3016, 3019, and 3052; and the cost principles in 2 CFR Parts 220 (A-21), 225 (A-87), and 230 (A-122) to the implementation of new rules at 2 CFR Part 200, commonly referred to as the Super-Circular. These rules, first published on December 26, 2013, directed Federal agencies to “implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective [no later than] December 26, 2014, unless different provisions are required by statute or are approved by the Office of Management and Budget (OMB).”  
FNS has received many questions related to implementation of 2 CFR Part 200 and understands that changes to financial and procurement systems are costly and require time to develop and implement. Therefore, FNS will work with State agencies during this transition period and will seek to answer questions and provide guidance as needed.



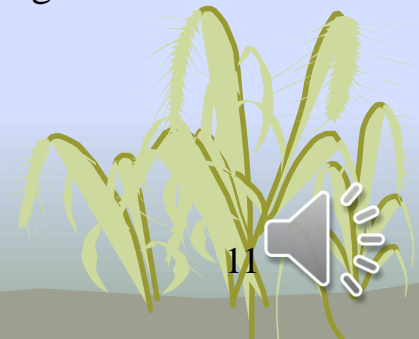
- SFSP03-2016 The Food and Nutrition Service (FNS) is aware that school food authorities and Program operators may be operating the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other Child Nutrition Programs (CNP), in a way that includes offering reimbursable meals and non-program foods (a la carte sales, catering, adult meals, etc.) using foods from popular franchise restaurants through a franchise agreement. Upon review, such franchise agreements contained a number of serious flaws which are out of compliance with applicable Federal law.
- Franchise agreements often have provisions that are inherently problematic for the Child Nutrition Programs because they entail having a school or sponsor essentially “buy” into an agreement with a commercial vendor for the purpose of exclusively marketing or selling that company’s good or services as opposed to having that vendor submit a bid for its products during a competitive process. While it may be possible to sell the products of a franchise, those products must be competitively procured from among competitively solicited franchises. Failure to properly compete violates competitive procurement standards as required in Program regulations and 2 CFR 200.318-326 (formerly 7 CFR Parts 3016.36 and 3019.40-48, as applicable), and for schools operating NSLP and SBP, regulations on competitive food services in 7 CFR Parts 210.11 and 220.12 and use of nonprofit food service account (NFSA) funds in 7 CFR 210.14(a).

SFSP04-2016 Program integrity is essential in all aspects of Program administration and State agencies contribute to this by overseeing Program operations. To this end, this memorandum provides guidance on State agency oversight of Program operator procurement procedures while FNS is currently developing a Local Agency Procurement Review Tool to aid State agencies. This tool will be pilot tested to determine effectiveness in SY2015-2016. To assist State agency staff with oversight while the tool is under development, the FNS developed a list of questions that may guide the State's assessment of Program operator procurement activities.

SFSP05-2016 The purpose of this memorandum is to provide guidance on meal service requirements in the Summer Food Service Program (SFSP) and the National School Lunch Program's (NSLP) Seamless Summer Option (SSO). This revision clarifies the guidance on offer versus serve and family style meal service, adds guidance on meal pattern flexibilities, and adds new questions to Attachment A. This memorandum supersedes SP 13-2015 (v.2), SFSP 13-2015 (v.2), Meal Service Requirements Q&As, Revised, Jan. 12, 2015.

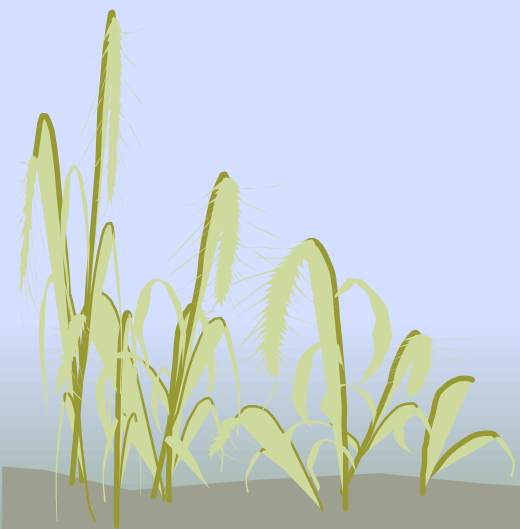
SFSP08-2016 This guidance updates previously issued Questions and Answers to clarify Summer Food Service Program (SFSP) requirements, as found in 7 CFR Part 225, FNS Instruction 796-4, and other official Federal Program guidance. It supersedes SFSP 10-2014 Revised, Summer Food Service Program Questions and Answers, Nov. 12, 2014. New and revised questions and links are indicated with a text box.

SFSP07-2016 The purpose of this memorandum and attached questions and answers is to provide guidance on the incorporation of local foods and nutrition and agriculture-based activities in the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO), collectively referred to as Summer Meal Programs. Local foods can play an important role in creating and promoting a healthy environment for children. A growing body of research demonstrates several positive impacts of serving local foods and providing food education through Child Nutrition Programs, including increased participation and engagement in meal programs, consumption of healthier options, and support of local economies. There is also a well-established public interest in supporting local and regional food systems, and a growing interest in aligning local foods sources with Summer Meal Programs. Program sponsors, administrators, and partners are therefore encouraged to use local foods as a means to enhance Summer Meal operations.



SFSP06-2016 The Summer Food Service Program (SFSP) and the National School Lunch Program's (NSLP) Seamless Summer Option (SSO) were established to ensure that children continue to receive nutritious meals when school is not in session. FNS recognizes and appreciates the important role Summer Meal sites play in alleviating food insecurity and hunger in those children most in need when meals are not available through the NSLP. Summer Meal sites also play a valuable role in helping children learn, grow, and stay healthy. By offering nutritious foods at summer sites, children learn how to build a healthy plate and establish healthy eating habits that may continue into adulthood. In an effort to balance the need to provide meals to vulnerable populations with the need to contribute to the health and well-being of children, FNS strongly encourages sponsors to take steps toward serving nutritious and appealing meals at their summer sites. This memorandum highlights strategies to improve the nutritional quality and appeal of the meals served to children in SFSP and SSO. Additionally, the Attachment provides best practices and tips on how to implement them. This memorandum supersedes SP 04- 2012, SFSP 04-2012 Promoting Nutrition in Summer Meals, November 12, 2013.

SFSP09-2016 Recent communications between the Food and Nutrition Service (FNS) and State agency program staff during procurement trainings and management evaluations conducted in fiscal year (FY) 2014-2015 indicated a need for guidance on competitive procurement standards. These standards are located at: National School Lunch Program (NSLP) 7 CFR Part 210.21; Special Milk Program (SMP) 7 CFR Part 215.14a; School Breakfast Program (SBP) 7 CFR Part 220.16; Summer Food Service Program (SFSP) 7 CFR Part 225.17; Child and Adult Food Program (CACFP) 7 CFR Part 226.22 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200.317-326 (formerly in 7 CFR Parts 3016.36 and 3019.40-48).

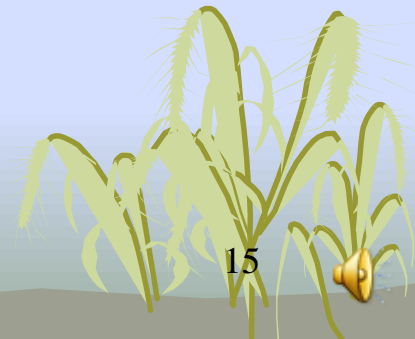
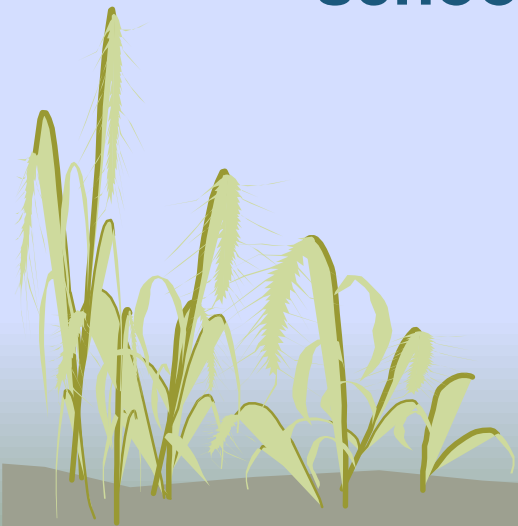


SFSP10-2016 The Food and Nutrition Service (FNS) has received a number of inquiries from local educational agencies (LEAs) about the permissibility of disclosing individual student information collected for purposes of determining eligibility for free or reduced price school meals through the National School Lunch and School Breakfast Programs. Requestors often seek this information in order to provide additional benefits to low-income students or provide additional funding to schools with high populations of low-income students. The purpose of this memorandum is to provide a reminder for LEAs regarding the restrictions on disclosure of sensitive information collected through the Child Nutrition Programs. This memorandum also clarifies the applicability of disclosure protections for individual student eligibility information collected for purposes of the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). This memorandum supersedes an earlier memorandum dated August 23, 2010, Disclosure Requirements for the Child Nutrition Programs, SP31-2010, CACFP17-2010, SFSP15-2010.



# ***What is the Summer Food Service Program?***

**The Summer Food Service Program is a program designed to provide nutritious meals to children who might otherwise not receive them during the months when school is not in session.**



# ***Sponsor Eligibility***

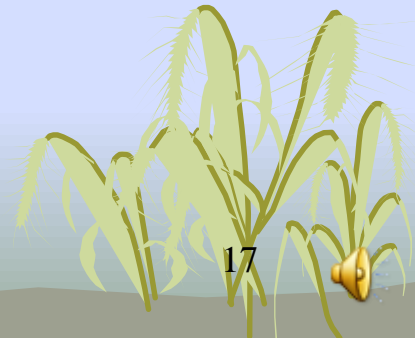
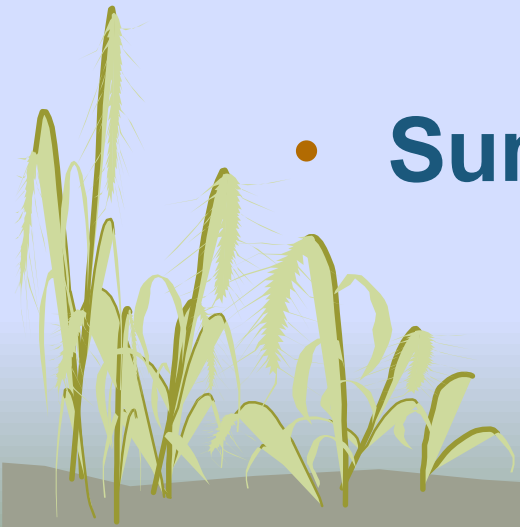
Sponsor eligibility is categorized by the type of sponsor an institution or organization is determined to be. It does not indicate what kind of institution the sponsor is.

- **Public or PNP School**
  - Most sites in North Dakota
- **Public or PNP Residential Camp**
  - Upward Bound programs
  - Any camp requiring an overnight stay
- **Public or Private Universities**
- **Unit of Local, County, Municipal, State, Tribal or Federal Government**
  - Parks and Recreation
  - Housing Authority
- **Any Other Type of PNP Organization**
  - YMCA
  - Salvation Army
  - Church groups
  - Civic organizations

**PNP=Private non profit**

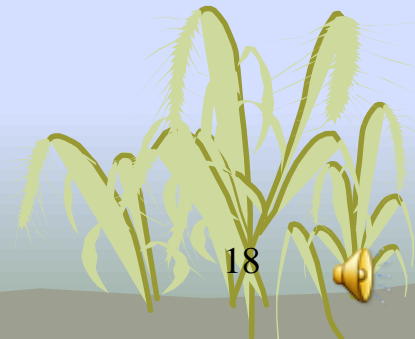
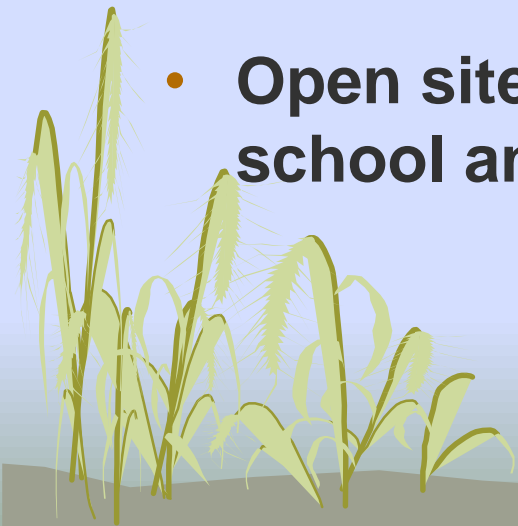
# ***Site Eligibility***

- **Open Sites**
- **Restricted Open Sites**
- **Closed Enrolled Sites**
- **Summer School**



# ***Open Sites***

- **Open sites are located in areas in which 50% of the participants are eligible for free or reduced-price school lunches.**
- **All children who wish to participate, even if they do not live in the area, are eligible for a free meal. No applications are needed.**
- **Open site eligibility is determined by DPI using school and census data.**



# ***Restricted Open Sites***

- A restricted open site is the same as an open site in that site eligibility is based upon the area served.
- Participation may be restricted because of issues such as space, safety, or other considerations. The number of participants is limited and can be based on a first come first serve basis.
- ***ALL CHILDREN WHO RECEIVE A MEAL EAT FREE.***

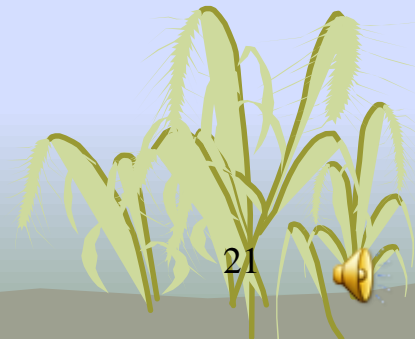
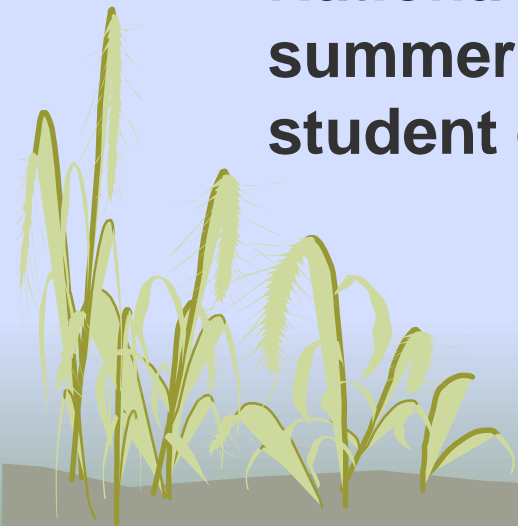
# ***Closed Enrolled Sites***

- Closed enrolled sites meet for a specific purpose. Enrollment in the program is required.
- If 50% of participants are eligible for free or reduced-price meals at school, ALL enrollees receive free meals.
- Sponsor must have on file documentation of free or reduced-price eligibility for enrolled children.
- 21<sup>st</sup> Century Learning Center Programs **MAY FALL UNDER THIS TYPE OF SITE DESIGNATION.**



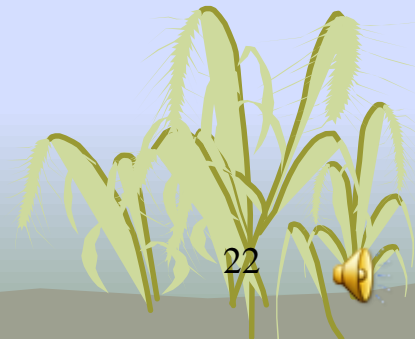
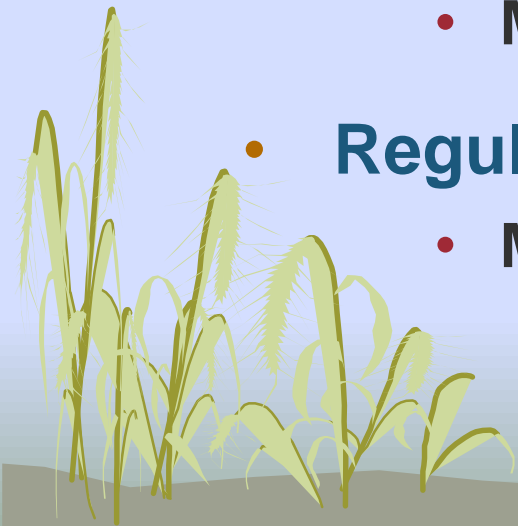
# ***Summer School***

- A school offering summer school in an area eligible as an open site must serve a meal to **EVERY CHILD** who wishes to participate, not just to those children enrolled in summer school.
- The school **MAY CHOOSE** to remain on the National School Lunch Program during the summer school session based on individual student eligibility.



# ***Site Types***

- **Residential Camps**
  - Overnight stay
- **Non-Residential Camps**
  - Day camp
- **Migrant Sites**
  - Migrant schools
- **Regular**
  - Most programs in North Dakota

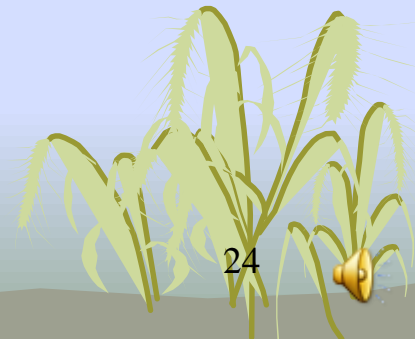
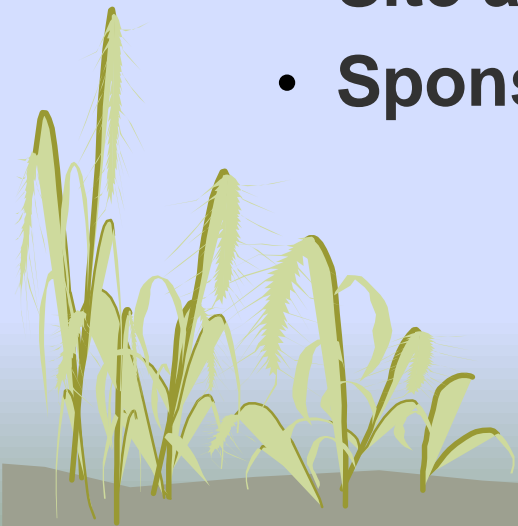


# ***Participant Eligibility***

- **Children 18 Years of Age and Under**
- **Children 19 Years of Age and Older With a Mental or Physical Disability Who Participated in a Public or Private School Program During the School Year**
- **In North Dakota, Special Education is available to age 22.**

# ***Program Application***

- **New Sponsors Sign and Return to DPI:**
  - Program agreement
  - Policy statement
- **All Sponsors Complete Online NDFOODS:**
  - Site application
  - Sponsor application



# ***Site Application***

- **Complete One for Each Site**
- **Lead Foodservice Worker**
- **Site Type**
- **Site Location – Rural or Urban**
- **Site Eligibility**
- **Dates of Service**
- **Menu Planning Option**
  - **Indicate if SBP/NSLP meal patterns and offer vs. serve are used**
  - **If serving small children, indicate if CACFP meal pattern is used**

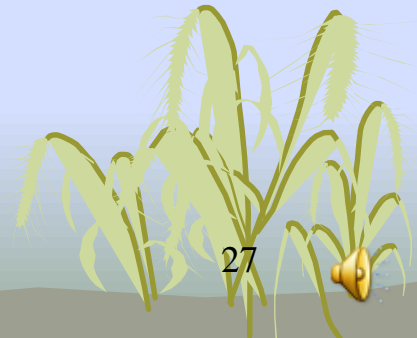
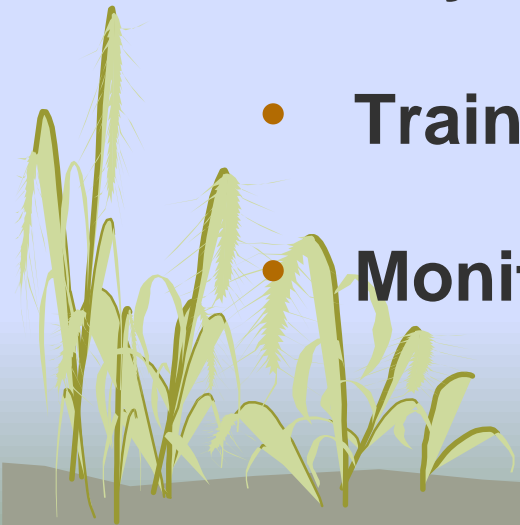
# ***Site Application***

- **Meal Information**
  - Meals/snacks to be served
  - Method of meal preparation
    - **Vended or self preparation**
  - Estimate # of children served at each meal
  - Meal service times – beginning and ending
- **Vended Programs**
  - Explain arrangements for delivering and holding meals, and means of communicating with vendor regarding meal adjustments.



# ***Sponsor Application***

- **One for Each Sponsor**
- **Contact Information**
- **Type of Sponsoring Authority**
- **Days of Operation**
- **Training Plan**
- **Monitoring Plan**



# ***Sponsor Application***

- **Request Advances**
  - First advances will be granted based on estimated # of children served.
  - Second advances will be paid **ONLY UPON REQUEST** from sponsor and must be justified by proof of adequate program participation to create a need for funds.
  - No August advances

# ***Sponsor Application***

- **Budget**
  - **Operational**
  - **Administrative**
- **Required for All Sponsors. State agency may waive the budget requirement for schools or private nonprofits that participated during the preceding summer without operational problems.**
- **Budgets are ESTIMATES of program expenses. Actual reimbursement is determined by taking MEALS X RATES.**

# ***Sponsor Responsibilities***

- **Training**
  - Sponsor submits verification to DPI
- **Monitoring**
- **Civil Rights**
  - Civil Rights training
  - Distribute public release
- **Program Payments**
  - Prepare or submit claims
- **Administrative Reviews**
  - Sponsor review of the program within first 4 weeks
- **Recordkeeping**
  - Determine/maintain eligibility information
  - Take meal counts
- **Request Approval for Off-Site Meal Service (Field Trips)**
  - Submit by email or fax
- **Oversee Foodservice Operations**
  - Purchase food/supplies
  - Reimbursable meals
  - Safety and sanitation

**DPI will look at all of the above during reviews.**

**Sponsors MAY NOT contract out management responsibilities of the program.**

# ***Training***

- State agency must offer training.
- Training must be given before program operations begin.
- There must be at least one trained person at each site.
- Training Checklist
  - Attachment 17 in “2016 Administrative Guidance for Sponsors”
- Training must be **DOCUMENTED.**

*Reviewing the web-based training satisfies the training requirement of sponsors. Sponsors must complete the form verifying that all staff have reviewed the web-based training and know and understand the rules and regulations of the Summer Food Service Program.*



# ***Monitoring***

- **SPONSORS MUST VISIT**
- **New sites during the first week of operation.**
  - Failure to complete the first week visit for new sites will result in a program finding during a review.
- **Sites must be monitored within the first 4 weeks of operation.**
- **Follow-up monitoring must be done if needed.**
- **Document all monitoring and keep a record in your file.**
  - Monitoring document provided on DPI website



# Civil Rights

## Collection and use of data

Determine the number of potential and actual beneficiaries. Report numbers from each site.

Racial ethnic data form is provided in your binder and online. Keep in your files.

Inform potential beneficiaries of the program, including its location and hours of operation. This can be done through a PUBLIC RELEASE.

Sample public release can be found on our web site:

[SummerFoodServiceProgram/FormsTools](#)

Display the “*And Justice for All*” poster IN FOODSERVICE AREA.

Include the nondiscrimination statement on all outreach materials.

Exact language provided on the next slide and the “*And Justice for All*” poster.



# ***Nondiscrimination Statement***

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- 
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- 
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
  - 
  - (1) Mail: U.S. Department of Agriculture
  - Office of the Assistant Secretary for Civil Rights
  - 1400 Independence Avenue, SW
  - Washington, D.C. 20250-9410;
  - 
  - (2) Fax: (202) 690-7442; or
  - 
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
  -
- This institution is an equal opportunity provider.



# ***Civil Rights***

## **Complaint procedures**

- **The person alleging the complaint must be provided with the nondiscrimination statement and procedure**
- **The nondiscrimination statement has the complaint process (the statement is on the “*And Justice For All*” poster)**
- **A complaint alleging discrimination must be made within 180 days of the event**
- **Complaints should be forwarded to the State Agency or directly to USDA using the address in the nondiscrimination statement**



# ***Civil Rights***

## **Compliance review techniques**

- **The State Agency reviews civil rights as part of the compliance monitoring**
- **The SFSP Sponsor must check for civil rights when doing the on-site reviews**

## **Resolution of noncompliance**

- **Resolve all civil rights issues (examples- special dietary needs, language asst.)**
- **Be response to corrective action regarding civil rights**



# ***Civil Rights***

## **Requirements for language assistance**

- **Forms are available in different languages, please contact the State Agency**
- **If you need an interpreter to explain the program to parents and one isn't available locally, please contact the State Agency**



# ***Civil Rights***

## **Conflict resolution**

- **Assess the nature of the problem**
- **Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution**
- **Follow-up**

## **Customer service**

- **When a parent approaches you regarding a special dietary need or any civil rights issue, treat them with respect and be helpful**
- **All participants must be treated in the same manner**
- **Be proactive and accommodating**



# ***Meal Counts***

- Number of **Complete First Meals**
- Number of **Complete Second Meals**
  - Only 2% of complete second meals are reimbursable.
  - Second helpings are not the same as second meals.
  - Seconds or second meals may be served **ONLY** after all children receive a first meal.
- Number of **Non-Reimbursable Meals**
  - Number of meals served to program adults
  - Number meals served to non-program adults

# ***Program Adults***

- **According to SFSP regulations, program adults are defined as**
  - those who work in the preparation, delivery, and service of program meals and cleanup,
  - those who supervise children during the meal service, and
  - those responsible for on-site preparation of program records.
- **This definition must be followed by all programs which choose to participate in the SFSP.**
- **No adult meals may be claimed for reimbursement.**
- **Program funds may cover the cost of meals to program adults.**



# ***Non-Program Adults***

- **Non-program adults do not eat free.**
  - They must be charged the full cost of the meal.
- **The sponsor can determine it will serve non-program adults free of charge.**
  - If the sponsor does serve non-program adults free of charge, it **MUST** use other non-program funds to cover the cost of these meals.
- **Same Meal as Children**
  - If an adult asks for a second meal the adult must pay for a second meal.

# ***Reimbursement***

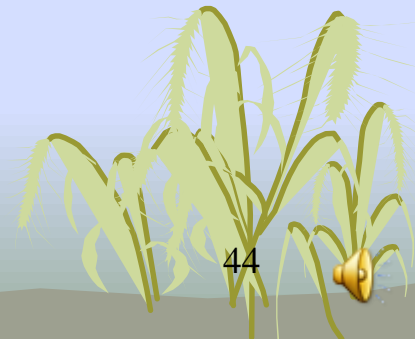
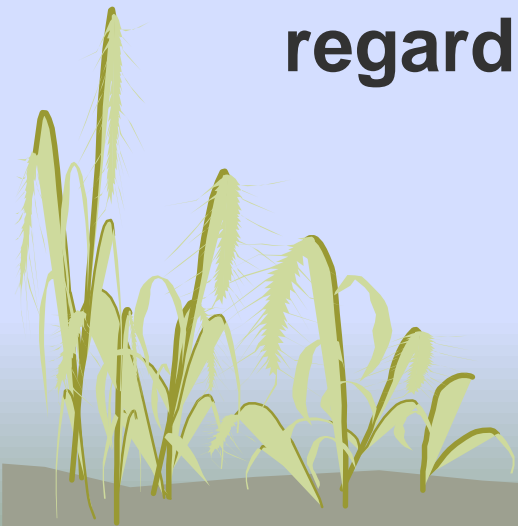
- **Meals x Rates**
  - Operating
  - Administrative
- **Urban vs. Rural Self-Prep**
  - Sites located in an urban metropolitan area and vended meals receive a lower administrative reimbursement rate than rural or self-prep sites.

# ***Operating Expenses***

- **Must Maintain Documentation**
  - Receiving reports
  - Invoices
  - Records of returns
  - Inventory records
  - Canceled checks or documentation of payment
  - Labor costs
  - Nonfood supplies
  - Rent for buildings
  - Utilities
  - Training
  - **FOR VENDED SITES** –signed delivery receipts and bills for meals served

# ***Reimbursement-Administrative***

- **For Activities Related to Planning, Organizing, and Administering the Summer Food Service Program**
- **Operating and administrative funds may be spent on program expenses without regard to funding category.**



# ***Administrative Expenses***

- **Preparing Application**
- **Attending Training**
- **Hiring SFSP Staff**
- **Visiting Sites**
- **Preparing Claims**
- **Salary**
- **Office Rent**
- **Mileage**
- **Office Supplies**
- **Communications**
- **Audits**

# ***Procurement***

- **Purchasing of Food, Supplies, Goods, and Other Services**
- **ALL purchases must be competitive and offer free and open competition.**
- **Purchases over \$25,000 must be done using formal procurement practices.**

# ***Advance Payments***

- Advances will be paid **ONLY** upon request.
  - See sponsor application in the NDFoods system.
- 1st advance will be issued by June 1<sup>st</sup>.
  - The amount of the first advance is based on the estimated # of meals served each day.
- 2nd advance will be issued by July 15<sup>th</sup>.
  - 2nd advances will be issued **ONLY IF REQUESTED AND JUSTIFIED.**
- Advance amounts are deducted from your “earned” payment.
  - Advance money that is not recovered through reimbursement claims **MUST** be paid back to DPI.

# ***Unallowable Costs***

- **Covered in detail on page 139-141 of the “2016” Administrative Guidance for Sponsors.”**
- **Examples:**
  - **Costs for meals served to administrative personnel or other adults not in the operation of the food service**
  - **Meals served in violation of program requirements**
  - **Costs of food used outside of the SFSP**
  - **Cost of spoiled or damaged meals**
  - **Administrative costs not included in sponsor’s approved budget**
  - **Repayment of over claims and other federal debt**
  - **Entertainment and fundraising costs**



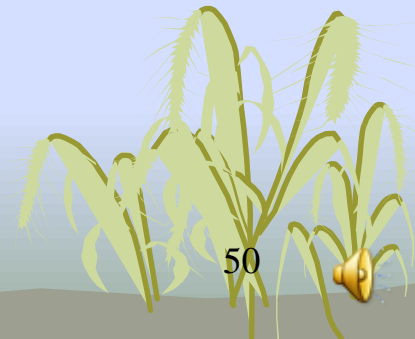
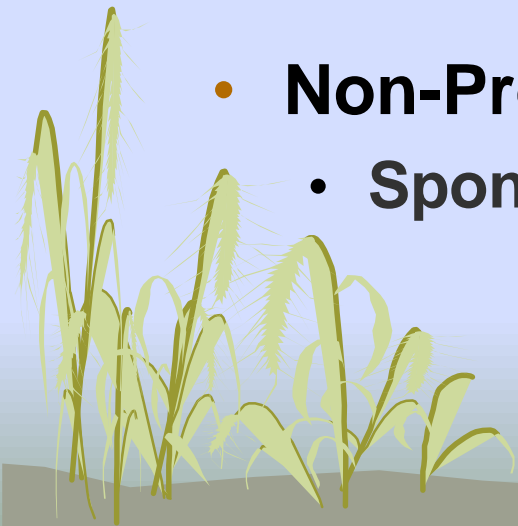


# ***Program Income***

- **Does Not Include Adult Program Payments**
- **Need to Have Documentation of Any Income to the Program**
- **Advances are not considered to be program income.**
- **Any program income must be used to cover program expenses.**

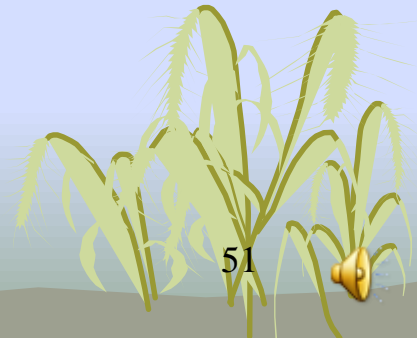
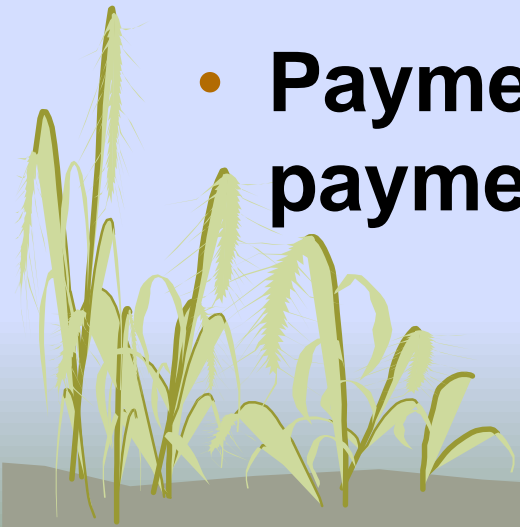
# ***Claim for Reimbursement***

- **Operating and Administrative Reimbursement**
  - Meals x rates
- **Program Adults**
  - No reimbursement
- **Non-Program Adults**
  - Sponsor must charge for meal.



# ***Filing a Claim for Reimbursement***

- **Claims are submitted online through the system.**
- **Computer calculates payments based on meals times rates.**
- **Payments are offset by advance payments.**



# ***Consolidating Months***

- **Sponsor May Consolidate Claims as Follows:**
  - 10 days or less in their initial month of operation on the next month's claim
  - 10 days or less in their final month of operation with the previous month's claim
  - 3 consecutive months (Example: 10 days from June, all of July, 10 days from August)
  - If the sponsor operates less than 10 days in final month, you **MUST** combine the claim for the final month with the claim from the previous month. This claim is due **NO** later than 60 days after the last day of operation.

# ***Sanitation Inspection***

- **DPI will notify the State Health Department of all local program operations including the dates, times, and sites of local programs. They will advise the local health department of local program operations.**
- **Local sponsors do not need to contact local health offices.**

# ***Off-Site Meal Service***

- **Requests for field trips must be completed in writing in advance and be approved by our office.**
- **Requests Must Include**
  - **Where you plan to go**
  - **What you plan to serve for a meal**
- **Requests may be done by email.**
  - **Form available online**
  - **May be completed and submitted electronically**

# ***Sanitation Training***

- **State law requires that the lead foodservice worker at each site complete initial training in sanitation.**
  - 10-hour Sanitation & Safety course offered by DPI
  - 16-hour ServSafe course
  - Food Safety Manager Certification Training
  - Serving It Safe
  - Free on-line Training through the Institute of Child Nutrition
- **Sanitation Training**
- **On-Going Training Requirement**
  - 3-hour update every 5 years
  - Sanitation Update now available as an on-line course on CN web-site
- **Contact our office for details or if you have questions.**

# ***DPI -Administrative Reviews***

- **Procedures for Selecting Sponsors for Review**
  - New
  - Based on \$ prior year
  - Previous problems

## **★ What We Look At**

- Civil rights
- Meal service
- Menu planning
- Production records
- Sanitation/Safety
- Food storage
- Program agreements
- Fiscal integrity
- Eligibility documentation
- Training/Monitoring
- Claim processing



# *DPI Administrative Reviews – Disallowed Meals*

Upon sponsor/site review, meals may be disallowed for the following reasons:

- Meals not served as a unit
- Meal or meal components not consumed on-site
  - Except in the case of field trips with NDDPI notification.
  - Menu items that meet the “traveling apple” criteria (grains and F/V) may be taken by the child to eat later.
- Meals served to adults
- Children charged for meals
- Meals do not meet meal pattern requirements
- Meals served outside of the approved meal time
- Meals claimed that exceed approved, site-level highest daily participation



# ***Record Retention***

- **Three Years PLUS the Current Year!**
- **Current Year is 2016**
- **Must Keep 2013, 2014, 2015**



# ***Forms/Tools***

**2016 SFSP Handbook**

**<http://www.fns.usda.gov/cnd/summer/library/handbooks.html>**

**Under Forms:**

**Request for Field Trip/Off-Site Activity**

**Under Tools:**

**Monitor's Review Form**

**Racial/Ethnic Data Collection Record**

**Training Certification**

**Sample Public Release**

**SFSP Outreach Toolkit**

**[SummerFoodServiceProgram/FormsTools](#)**



# *Summer Food Webpage Resources*



- HANDS-ON ACTIVITY KIT
- NEWSLETTERS
- FARM TO SUMMER RESOURCES
- WEBINARS

# ***Contacting Our Office***

- **Telephone: 1-888-338-3663**
- **Fax: (701) 328-9566**
- **Kaye Knudson: (701) 328-2275**
- **Linda Schloer: (701) 328-4565**
- **Website: [SummerFoodServiceProgram](#)**

